



Position Description

Cemetery Labourer (Casual)

Division	Transport and Assets
Business Unit	Property
Grade	NBC Grade C
Job Code	JC00499

Council Overview

The Northern Beaches is truly unique. Our area stretches from Palm Beach in the north to Manly in the south and boasts 24 ocean beaches, over 80kms of coastline, 4 coastal lagoons, clean waterways, and beautiful wildlife. We recognise the traditional owners of our area and their continuing connection to waters and land, and we thank them for their protection of our coastline and its ecosystems.

We are home to nearly 270,000 residents and their vision for the Northern Beaches Council is a safe, diverse, inclusive, and connected community that lives in balance with our environment. We are committed to working with the community and other stakeholders in making this a reality.

As one of the largest employers on the Northern Beaches we are focused on building an engaged and productive workforce that partners with our community to protect, improve and create our future. The breadth of our service delivery is significant.

Northern Beaches Council is committed to safeguarding children and young people. Council acknowledges that protecting the safety of children and young people is a whole community responsibility and is everyone's business.

Council Values

Our Council Vision is 'Delivering the highest quality service, valued and trusted by our community'.

Our Values of **Trust, Respect, Integrity, Teamwork, Service and Leadership** provide the foundation for delivering the Vision and drives everything we do and the decisions we make.

Division Transport and Assets

The Transport and Assets Division is responsible for a range of functions which support the whole of Council to deliver high quality services to our Northern Beaches bush land, rural and coastal community. The Division comprises these business units - Transport and Civil Infrastructure, Property, Buildings and Beach Services, Asset Strategy and Planning and Capital Works.

Business Unit Property, Buildings & Beach Services

The Property, Buildings and Beach Services Business Unit oversees the comprehensive management of Northern Beaches Council's extensive portfolio property, comprising over 540 buildings, as well as the delivery of lifeguarding and beach safety services for Council's beautiful coastline. The properties encompass a diverse range of facilities, including community centres, administration buildings, restaurants and cafes, childcare centres, libraries, sports facilities, cemeteries, and public toilets. The delivery of services under this business unit include:

- Building Assets
- Facilities Management
- Property Commercial
- Beach Services

Primary Purpose of the Position

The Cemetery Labourer supports the delivery of reliable, efficient, and safe interment services and ensures the high-quality maintenance of Council's cemeteries. This role also provides relief for, and works alongside, permanent cemetery staff.

Key Accountabilities

- Work as part of a team to maintain Council cemeteries to a high standard, using commercial machinery and tools for general site maintenance, grave preparation, and reinstatement.
- Provide assistance to cemetery visitors, including the recently bereaved, ensuring the timely and accurate provision of information and advice.
- Support permanent cemetery staff in the preparation of graves for funerals and memorial services within critical timeframes, ensuring safe, reliable, and professional interment services that respect community needs.
- Maintain cemetery infrastructure and grounds to uphold high visitation standards and create a serene and respectful space for the community.
- Engage in daily tasks within an emotionally charged environment, acknowledging the impact of the grieving process on work operations within the cemetery setting.
- Operate and maintain excavation and landscaping equipment safely and efficiently, ensuring compliance with Council and workplace safety standards.
- Adhere to legislative, regulatory, and safety requirements relevant to cemetery services, implementing workplace health and safety (WHS) protocols to maintain a secure environment for all users.

Key Challenges

- Balancing competing priorities of maintenance and service delivery within tight deadlines.
- Maintaining professionalism and composure when interacting with grieving individuals.
- Working cooperatively within a small team to achieve shared objectives.

Key Internal Relationships

Who	Why
Team Leader Cemeteries & Manager Property Commercial	• Provides direction and instruction on tasks / projects. • Escalate and discuss issues and challenges.
Cemetery Caretaker / Plant Operator	• Work collaboratively to ensure the effective delivery of cemetery services. • Guidance, consultation and team building.

Key External Relationships

Who	Why
Cemetery Customers	• Communicate with grieving customers and stakeholders in the funeral industry, showing empathy and compassion. • Provide information including written and verbal responses to enquiries.
Contractors or third-party service providers	• Maintain relationships with contractors working on various aspects of cemetery service provision, including: ○ Coordinating funeral bookings / memorial services. ○ Monitoring monumental works. ○ Overseeing landscape maintenance. • Ensure compliance with WHS and other relevant Council policies and procedures.

Key Role Dimensions

Decision Making

- In line with the Northern Beaches Council People Delegations.

Reports to

- Team Leader Cemeteries and Cemetery Caretaker.

Direct Reports

- There are no positions reporting directly to the role.

Budget

- N/A

Essential Criteria

- Hold a White Card (or willingness to obtain).
- Current unrestricted Class 1C (minimum) NSW Driver's Licence or equivalent.
- An understanding of how WHS legislation is applied in the workplace.
- Appropriate physical fitness for the role.
- Basic skills and ability in operating modern smart devices such as smartphones or tablet.

Key Capabilities

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: "how we do things around here."

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Local Government Capability Framework			
Capability Group	Capability Name	Level	Focus Capabilities
 Personal Attributes	Manage Self	Intermediate	Demonstrate Accountability & Act with Integrity
	Display Resilience and Adaptability	Intermediate	
	Act with Integrity	Intermediate	
	Demonstrate Accountability	Intermediate	
 Relationships	Communicate and Engage	Intermediate	Community and Customer Focus
	Community and Customer Focus	Intermediate	
	Work Collaboratively	Foundational	
	Influence and Negotiate	Foundational	
 Results	Plan and Prioritise	Foundational	Deliver Results
	Think and Solve Problems	Foundational	
	Create and Innovate	Foundational	
	Deliver Results	Foundational	
 Resources	Finance	Foundational	Technology and Information & Assets and Tools
	Assets and Tools	Intermediate	
	Technology and Information	Foundational	
	Procurements and Contracts	Foundational	

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes		
Demonstrate Accountability	Intermediate	- Follows through reliably and openly takes responsibility for own actions - Understands delegations and acts within authority level - Is vigilant about the use of safe work practices by self and others - Is alert to risks in the workplace and raises them to the appropriate level
Act with Integrity	Intermediate	- Maintains confidentiality of customer and organisational information - Is open, honest and consistent in words and behaviour - Takes steps to clarify ethical issues and seeks advice when unsure what to do - Helps others to understand their obligations to follow the code of conduct, legislation and policies - Recognises and reports inappropriate behaviour, misconduct and perceived conflicts of interest
Relationships		
Community and Customer Focus	Intermediate	- Identifies and responds quickly to customer needs - Demonstrates a thorough knowledge of services provided - Puts the customer and community at the heart of work activities - Takes responsibility for resolving customer issues and needs
Results		
Deliver Results	Foundational	- Takes the initiative to progress work tasks - Clarifies work required and timeframe available - Identifies what information/resources are needed to complete work tasks - Checks own work for accuracy, quality and completeness - Completes tasks under guidance, on time and to the required standard

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
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Resources

Technology and Information

Foundational

Shows confidence in using the technology required in the role
Uses technology appropriately, in line with acceptable use policies
Completes work tasks in line with records, information and knowledge management policies

Assets and Tools

Intermediate

Uses a variety of work tools and resources to enhance work products and expand own skill set
Ensures others understand their obligations to use and maintain work tools and equipment appropriately
Contributes to the allocation of work tools and resources to optimise team outcomes